



TO: City of Midland Planning Division Customers

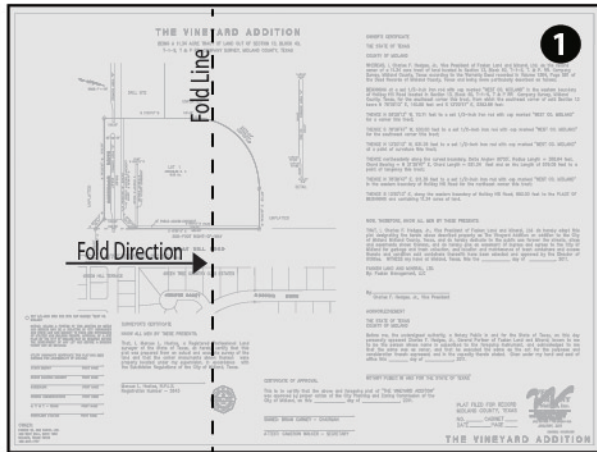
SUBJECT: **INFORMATION BULLETIN**  
Folding Guidelines for Plat and Plan Submittals

DATE: July 12, 2011

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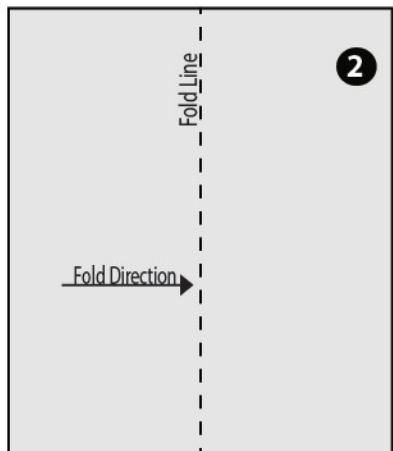
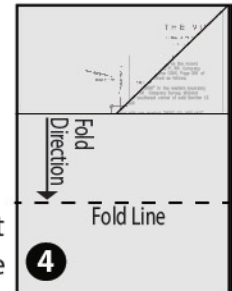
Effective immediately, all 18" X 24", 24" X 36", and similar over-sized documents submitted to the Planning Division must be folded in accordance with the attached guidelines. Documents not submitted in this format will not be processed. For clarification regarding these guidelines, please contact Planning Division Staff at 432-685-7400. Thank you for your cooperation.

# Folding Guidelines for 18" X 24" Plats and Plans



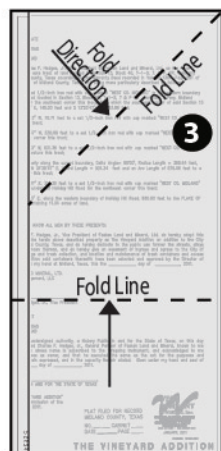
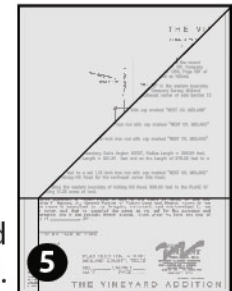
- 1** Lay sheet face up and fold from left to right 8.5 inches.

Fold top edge of uppermost layer to meet bottom edge



- 2** Flip plat over and fold left edge to meet right edge.

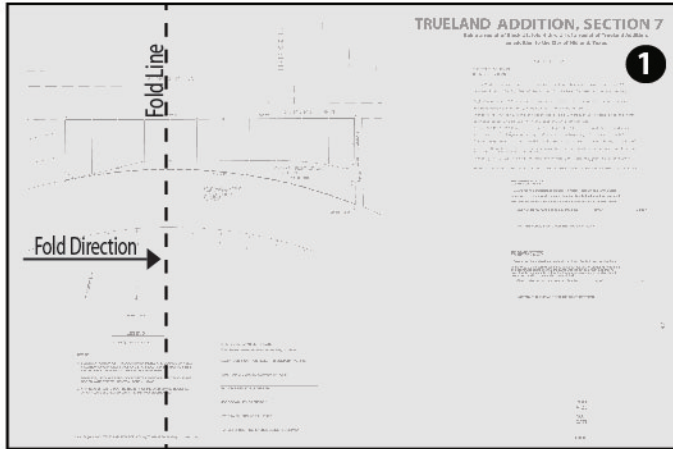
Finished product should measure 8.5 X 11 inches.



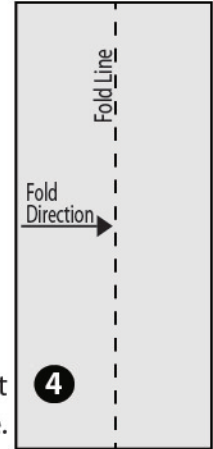
- 3** Take top left corner and fold all layers but the bottom layer in a diagonal direction so that top edge meets the right edge. Next, measure 11 inches from the top and fold bottom edge toward top at that fold line.



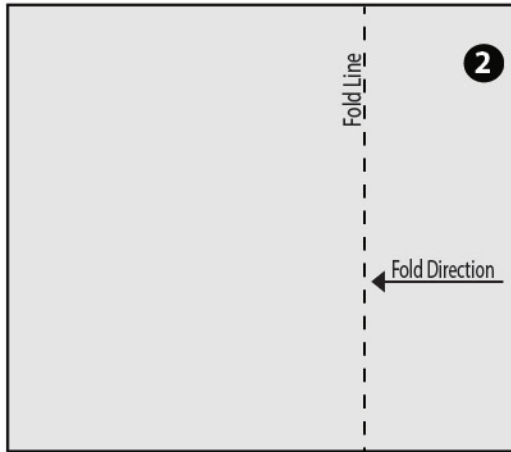
# Folding Guidelines for 24" X 36" Plats and Plans



**1** Lay sheet face up and fold from left to right 8.5 inches.

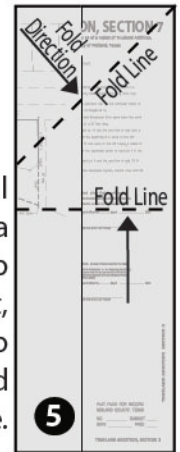


**4** Flip plat over and fold left edge to meet right edge.

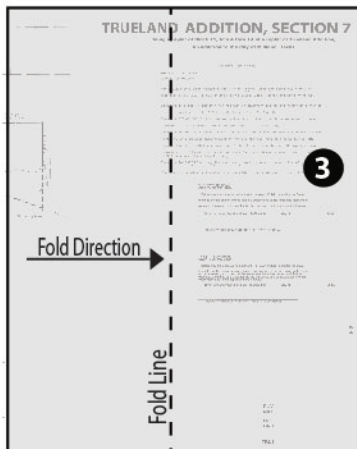


**2** Flip plat over and fold right to left 8.5 inches

Take top left corner and fold all layers but the bottom layer in a diagonal direction so that top edge meets the right edge. Next, measure 11 inches from the top and fold bottom edge toward top at fold line.

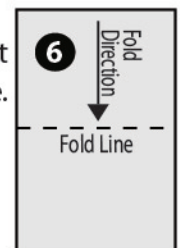


**5**

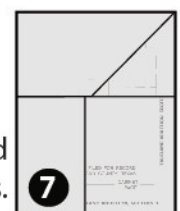


**3** Flip plat over and fold left to right 8.5 inches.

Fold top edge of uppermost tier to meet bottom edge.



**6**



Finished product should measure 8.5 X 11 inches.

**7**